

EXECUTIVE COMMITTEE
THURSDAY, NOVEMBER 14, 2013
CSU 238
3:00 P.M.
Approved Minutes

Present: Jim Grabowka, Mary Visser, Kellian Clink, Lynnette Engeswick, Paul Hustoles, Barb Carson, Roger Severns, Bridgette Cooper, Craig Matarrese, Bobby Bothmann, Gregg Marg, Luis Posas, Jessica Schomberg, Marie Pomije, Jennifer Veltsos, Don Ebel, Emily Stark, Anne Dahlman, Jimmy Kroger, Miriam Porter, Teri Wallace, Ron Nickerson.

1. Minutes of previous meeting (Unapproved Minutes –October 17, 2013) **Marg/Carson—motion to approve: Passed.**
2. Call for Additional Items/ Reordering of Agenda Marg asked for 8c to be moved up, Carson asked to discuss attendance sheet at Chairs Meeting—new item g.
3. Assessment of Faculty by Students - Stewart Ross and Grabowska met earlier this fall and started talking about generating ideas about assessing faculty by students -- paper, forms, everything. Ross came to listen to ideas. Many schools going to mid- semester evaluations, so there is time to improve immediately with a follow up at end of semester. He is talking to faculty focus groups, student focus group, and administration. Studying everything, a final gift to the faculty before he leaves. Stark: Would be nice to have examples of sample questions you can use maybe something like a template? Repository of questions that people have used successfully? Severns: This is within our contract, to provide evidence of effective teaching but they are looking for especially high results. 40% is an exceptionally high return rate for marketing project. Porter: you are proposing to look at faculty evaluations and how they are doing. In my department we do a composite using a mutually agreed upon form, if there were individual evaluations, that would not be possible. Would like to have the capacity to create a composite of how a unit is doing. Carson: We have asked the junior faculty not to use the online form. Is the whole university moving towards the online evaluation? Stark: They get meaner when they are online, it is anonymous either way, but they are meaner when it is online. Marg: Assess & Evaluation wants to get away from the paper? Wallace: in my dept., we have online classes; we need more than 40% returns. This is a high stakes activity. Encourage you to make it better. Veltsos: Find out what faculty did that get HIGH participation. Carson: One professor orders in pizza when the evaluations are handed out. Check into the process of how they are given is the faculty member in the room. Grabowska: What I understand is the form is online, not a special form for online classes. Hustoles: Evaluations are for me to improve what I am doing, to figure out what I want to work on; I report out about how I have changed because of the evaluations. Grabowska: this has to be evidence based... not a selection, but ALL that you do to helpfully inform your practice. Study Appendix G in the contract to look. Wallace: my department does not have many policies, they urge the use of evaluations and how we respond according to them. Posas: I assume you are also going to consult students.... They have their own ways to evaluate. Clink: Break out performance and likeability from learning. Dahlman. Assess learning. Engeswick: I ask students to reflect on what they did? Did you read assignment prior? Student prep? Their responsibility what was their role in the learning? Severns: Dissemination... Ross in May to Meet & Confer for 10 minutes? To see what he found.
4. IFO/MnSCU COMMITTEE OPENINGS (Names/Statements Sent to Melissa at IFO Office)
 - a. Transfer Oversight Committee – Brandon Cooke
 - b. Graduate Subcommittee of the MnSCU Academic Affairs Council – Melissa Purdue

5. FACULTY ASSOCIATION VACANCIES – REPRESENTATION STILL NEEDED

- a. Business UCAP Replacement for Spring 2014 (1)
- b. Faculty Improvement & Sabbatical Needs Chair for spring 2014 (1)

6. FA APPOINTMENTS BY FA EXECUTIVE

- a. Presidential Scholarship Interviewer for 2013 – 2014 –(The list was sent to Executive by email Admissions will do appointment letter) (Attached to Jim’s agenda) **Marg, Porter, motion to approve: PASSED.**
- b. A&H Planning Committee for Spring 2014 (1) – Ellen Mrja **Marg/Pomije, motion to approve: PASSED.**
- c. COB Unit Representative (2 Year Term) – Georgia Holmes
- d. SBS Faculty Improvement & Sabbatical Replacement for Spring 2014 (1) Rosemary Krawczyk **c and d were PASSED.**

7. ELECTRONIC VOTING BY FA EXECUTIVE

- a. Interim Director of the Center for African American Affairs (1 Needed) – AH&N - Joseph Flood, Lib/Unaf – Nancy Rolfsrud, SBS – Shannon Miller –Electronically vote on 10.22.13 confirming the appointment of Shannon Miller

8. DISCUSSION ITEMS/ACTION ITEMS (Oder of Discussion)

c. How Individual Departments Govern Themselves – Marg. Unit reps have been having meetings, also grievance training. How many departments have operating procedures of processes, study them? Share them with others? Marg is asking Exec if it is okay to ask departments if they want to share their processes for the greater good. Wallace: supported the idea. Carson: suggests use multiple terms... constitutions, policy manuals, broaden the terms that you use to get more responses. Share it among your committee, and then if you are going to share it more broadly, ask for permission. Put a context to the query...Nickerson: Timing of the request should be considered. Grabowska: We support it.

a. Charting the Future – Grabowska: On Monday, had the final meeting with Brauer, Black and Grabowska. This is a beginning of a multiyear process. On the state level, some are conflating shared governance with master agreement. Demand that what we say at the table be in the document. It will not happen because it is not IFO/MnSCU; it is all the unions with MnSCU. It has weaknesses, serious weaknesses. It is not going to look like an IFO document. It is the beginning of a process to be at least two years. The IFO is not happy with the document... Look through our eyes; see how it affects the conditions of our employment.

b. Committee Charges – Nickerson (Attached). This is our document. This is the latest version of the charges. We are about half way there, half of the committees have responded. We can give Committee chairs a final opportunity to respond and delay making final document. We need to think about Writing Intensive, which is now unmentioned in the document. Dahlman: GEN ED would deal with it; it is outside the purview, but willing to do the assessment of class proposals and classes. Nickerson: The WI task force recommended UCAP or GEN ED, doesn’t care, needs to be housed in one or the other? Workload? Gen Ed/Diversity role is similar, though WI might be more appropriately under UCAP as it is a graduation requirement. Porter: Process? Just have Ron contact the committees who have not responded. Nickerson: Different versions, Donna, him. Oops. Veltsos: Can we move ahead with the others? Carson: We need to get to it soon. The Constitutional Review Committee is meeting in 2 weeks, would help with consistency, so new hire does not have to revisit? Hustoles: Seems like a UCAP job. I would like to move that both move to UCAP. Clink. Second. Discussion: Dahlman: Is it up to this body to decide on our (Gen Ed/Diversity’s) charge? Hustoles: It is for the executive board. Hustoles: this is an evolving curricular picture, initially it made sense for workload, but as we evolve, does it still make sense? What is the UCAP point of view? Nickerson: UCAP has no responsibilities for assessment. More in line with tasks that Gen Ed does. I do not know that members are ready to take it on. Hustoles:

Follow up question. Better fit? Logical fit, the kinds of charges? Nickerson: its different kinds of WORK? We don't vet the classes with outcomes? We do not vet them in different ways. Severns: Evolving process, yes. As we move responsibility from writing, diversity, the committees should also move with the process. LOGICAL to send it back to UCAP. Pomije... I was UCAP and we do not assess at that level. UCAP was a different kind of responsibility. Different experience and expertise. Carson: maybe a changed committee... Assessment of? **Dahlman/Hustoles motion to TABLE. Passes.** Nickerson: Can't ignore the elephant in the room. Severns: Multiple elephants in the room? Change the charge of a committee, both? Form a new committee? I am not sure what is appropriate. Diversity and writing? Nickerson: The model was supposed to be similar to Honors & Gen Ed. Model was the Honors Council. Allow that group to vet the courses, assessment. Argument can be made to put in UCAP with an Honors Council model for Writing. Grabowska asked UCAP and GEN ED and Kirsti Cole to meet and try to hash this out. Cole, Nickerson, Liebendorfer, Dahlman. Hustoles: Silence is consent. All committees who have not yet responded should work off the document REVISED 11/14/13. 12 December is our final deadline.

- c. How Individual Departments Govern Themselves – Marg (moved to the top)
- d. Giving Tree MSU, Mankato We support this.
- e. Food Shelf Drive (Bargaining Units) Starting on the 18th, boxes will be all around campus. We are all supporting it. In addition, cash made out to Echo Food Shelf.
- f. The University's Policy Consultation and Approval. **Look at the policies.** The following policy drafts are presented for informal review that will run from November 8, 2013 to December 11, 2013. Mary and Jim sit in on these. HLC requires info on student complaints and grievance.

A. Revised Policies

- 1. Acceptance of Materials/Hazardous Waste Donations
- 2. Campus Information Technology Privacy
- 3. Emergency Closing
- 4. Make-Up Work and Missed Classes
- 5. Mathematics Placement
- 6. Return to Work Policy for Medical Conditions
- 7. Student-Athlete Drug and Alcohol Testing and Education
- 8. Student Complaints and Grievances
- 9. Tobacco and Smoke-Free Campus
- 10. Transfer of Credits from Technical Colleges
- 11. Undergraduate Admission for Non-Degree Seeking Student

- B. New Policies (Nickerson urged us to look at these...the credit hour definitions have been contentious). What is a credit hour, based on HLC? Please study. Hustoles wanted to point out that THIS IS THE BEST TIME TO speak to concern. Do not want this to get to the formal review process... When you read it, make sure that it is clear. Good if the committees study it. E-cigarettes are now in the tobacco policy... take a look at that. Visser: Look at the makeup work and missed classes. It's been extended to athletic training students.... Student absences... this is not how this works. Makes the language clearer and stronger for us... Take a look at this. Nickerson: State legislature is looking to ban e-cigs in public spaces Porter... City Council has taken it up. They have tabled it.

- 1. Academic Credit Hour Definition
- 2. Credit for Prior Learning

- g. Sign in sheets for department chairs meeting. Carson: This is offensive. Severns: They gave a need for ordering food reason, which doesn't make sense since the food is already there. Pomije. Someone signed in as Mickey Mouse so then they had someone monitoring to make sure people were signing in with their real names. Hustoles: I'm chairing my own departmental meeting or teaching during the allotted time. I'll read the info. Porter: We previously commented positively, but we thought it was going to be an exchange between chairs not a mandatory lecture. Severns: The good idea is the give and take

questions to Deans, other administrators, none of that now. Visser: some of the feedback given to her was they wanted substance. There's a balance but no one wants to be lectured. Don't sign in; try to have more time for give and take. Wells is open to feedback. Listens to the responses.

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the "Policies under Review" section.

9. MEET & CONFER AGENDA ITEMS -

a. FAAD Meet & Confer, Thursday, November 21, 2013 3:00 – 5:00 p.m. CSU 253 (AD Chair/FA Agenda) Ross presentation at the end of the year. D2L was hacked into the university has not responded. Worried about confidentiality of grades. Needs addressing. Technology issues: Telepresence pushed, but not you can't use it, so overbooked. While we understand the limitations of IT, hate hearing all the time it's MNSCU. What is going on with 7700/Normandale. Challenges with CDS were because of IT issues, but the deadline for curriculum will probably not be extended much because of the printing deadline.

b. FAAD Meet & Confer CHANGE from Thursday, January 16 @ 3:00 p.m. to THURSDAY, JANUARY 9, 2014 @ 3:00 P.M. TBD

10. INFORMATION ITEMS

a. Holiday Gathering – Wednesday, December 4th beginning @ 11:00 – FACR – MH 240 Look at the new furniture....

b. Next Executive Meeting – Thursday, December 12, 2013 @ 3:00 p.m., CSU 238

c. IFO Delegate Assembly (Governing Body of the IFO) – Friday, March 28 and Saturday, March 29, 2014 43 of us will be in attendance... appreciate the reports.

13. OFFICER'S REPORTS

a. Vice President/Grievance Officer (Mary Visser) A lot of issues, Deans, disciplinary things. Will be filing a few additional grievances.

b. Treasurers Report (Lynnette Engeswick) *Furniture was 9347. 48 cents now balance is 3,868.49 cents.*

c. President's Report (Jim Grabowska)

Ron Nickerson's retirement was announced to the great dismay of everyone! We wish him well in his retirement. Grabowska asked everyone to encourage all faculty to check on their pay and benefits. Metro is a disaster. Over 400 have had issues with wrong pay and benefits. Everyone should check to make sure they're getting everything that is their due. The word's retrenchment is being discussed at some MnSCU institutions. We're FLAT but not down. Persistence and retention are really important. Also important that everyone is realistic. The pie is only this big and if departments want to grow, others will have to shrink.